

Approved For Release 2001/07/30 : CIA-RDP78-06202A000100050004-3

TO		NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E-12 Hqs.		7/18	W
2				
3	Deputy Director for Support 7D18 Hqs. n m 20 July.		20 July	V F
4				
5	Director of Training 819 1000 Glebe		22 July	GR
6				
ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	

**Remarks:**

I think you will be interested in the attached paper on language training. In furtherance of the Agency's new language policy, OTR is planning to expand its off-duty training program this fall to accommodate an expected increase in requirements for instruction at the "courtesy" level. At the same time, the old Voluntary Training Program would be closed out permanently. Both these moves have been concurred in by the Directorates through their representatives on the Language Development Committee.

[Redacted Signature]

R. L. Bannerman

**FOLD HERE TO RETURN TO SENDER**

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7D-26 Hqs.	12 JUL 1956

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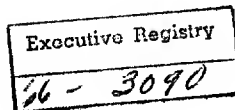
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DTR 6097

DD/SGG. 3440

1 JUL 1966



MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Language Training during Non-duty Hours

REFERENCE : Memo dtd 26 Aug 65 to DTR fr DD/S, Subj:  
"Voluntary Language Training Program" (VLTP)

1. This memorandum contains a recommendation for your approval; this recommendation is contained in paragraph 4.

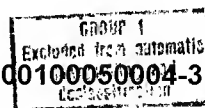
2. In accordance with the reference, we have made a reappraisal of the concept of language training during off-duty hours. The concurrence of the Directorates in the suspension of the VLTP and the DDCI's approval of our Agency Foreign Language Policy affirm the belief that the bulk of language requirements should be met by training in regular classes during duty hours. No need has been demonstrated for a resumption of the VLTP.

3. CIA's Foreign Language Program requires the acquisition of a "courtesy" level proficiency by professional employees assigned abroad and encourages a similar goal for non-professional employees and wives of employees serving abroad. Many of these employees and their wives cannot attend classes during normal work hours. A program of instruction held outside of regular duty hours and limited to the requirements of the Deputy Directors, therefore, would be required. Courses would be designed to enable employees and their wives to acquire a "courtesy" level of proficiency as required in the Agency's new foreign language program. Only beginning courses as required would be offered in each of the five world languages, i.e., French, Spanish, German, Portuguese, and Italian. Courses would be offered on a semester basis (two each year, spring and fall) with each course running 20 weeks, 5 hours a week. Based on past experience and our estimate of the number of students to be enrolled in these courses, 10 to 15 classes each semester may be needed to satisfy Agency requirements. Instructors for the program will be drawn from a group of qualified staff employees and will be paid at the authorized overtime rate.

4. In view of the foregoing, it is recommended that:

a. The Voluntary Language Training Program be suspended permanently.

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b. OTR establish a new program of courses to be given during non-duty hours. If approved, these courses would be offered beginning in September 1966, and would be limited to the beginner's level. Requirements which demand higher levels of proficiency would normally be satisfied through courses scheduled during normal duty hours.


5. The effectiveness of programmed language instruction is currently being assessed; if it proves to be of value, such material may be substituted for or may supplement live instruction in our language training program.

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John Richardson  
Director of Training

The recommendation contained in paragraph 4 is approved.

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R. L. Bannerman  
Deputy Director  
for Support

12 July 66  
Date

Distribution:

Orig & 2 - Adse (Ret O to OTR)  
2 - O/DTR (1-w/h)

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